

# Confidential Non-Residential Information Request Form

**Municipality:**

**Date:**

**Roll Number:**

**Property Name:**

**Survey Key:**

**Property Address:**

**Company Name:**

**Owner/Contact:**

**Phone:**

**Email :**

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
<b>Building #1</b>	<b>Interior Finish (sq ft)</b>			<b>HVAC</b>	<b>Hoist</b>		<b>Crane</b>			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deferred maintenance) Please explain.									

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
<b>Building #2</b>	<b>Interior Finish (sq ft)</b>			<b>HVAC</b>	<b>Hoist</b>		<b>Crane</b>			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deferred maintenance) Please explain.									

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
<b>Building #3</b>	<b>Interior Finish (sq ft)</b>			<b>HVAC</b>	<b>Hoist</b>		<b>Crane</b>			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deferred maintenance) Please explain.									



## Guide to Completion of Request For Information - Rent Roll Information

The following overview of the fields located on the Rent Roll Information form is intended to assist you in the completion of the form:

- PLEASE REPORT:
- ANY RENTAL INFORMATION PERTAINING TO LAND LEASES.
  - ANY VACANT RENTABLE AREA INCLUDING PART LEASE SPACE THAT IS VACANT, E.G. 500 OR 600 SQ FT IS LEASED BUT 100 SQ FT IS VACANT.

**ANY ADDITIONAL INFORMATION, THAT YOU FEEL SHOULD BE BROUGHT TO OUR ATTENTION, SHOULD BE NOTED ON A SEPARATE PAGE AND RETURNED WITH THIS SURVEY.**

- |                                 |   |
|---------------------------------|---|
| A. Unit/Suite #                 | • Unit or Suite number of business.   |
| B. Tenant Name                  | • Business Name and the Legal Entity leasing / occupying the space.   |
| C. Type of Finish               | • Primary use of the space. (Office, Retail, Warehouse) Use a separate line for each space type.  |
| D. Floor                        | • Physical location of the tenant's space within the building (B = Basement, M = Main, Mz = Mezzanine, 2 = Second, etc.) Note: Please identify square footage per floor. Owner,         |
| E. Square Footage               | • The total space occupied by the tenant.   |
| F. Commencement Date            | • Date that the lease agreement takes effect or the vacancy occurred. (Mark Month to Month ("M to M") if no lease exists.)  |
| G. Expiry Date                  | • Date that the lease agreement expires.  |
| H. Base Rent                    | • Base rent that is stated in the lease / rental agreement excluding operating or additional costs (Such as utilities, insurance, repairs, taxes, etc.). Do not include GST. (\$/month) |
| I. Lease Type - Net or Gross    | • Identify if signed lease agreement is Net or Gross.   |
| J. Common Area Costs            | • Typical building expenses that are charged back to the tenant (\$/month). (Such as utilities, insurance, repairs, taxes, etc.) Do not include GST.                                    |
| K. Other Rent                   | • Rent that is stated in the lease / rental agreement <b>including</b> operating or additional costs.   |
| L. Other Rent Description       | • Any additional rent charged for storage, parking, signage or land lease (\$/month).   |
| M. Rent Concession              | • Dollar (\$) amount of rent concession.  |
| N. Concession Type              | • Description of rent concession.   |
| O. Tenant Improvement Allowance | • Any allowance provided from the property owner to the tenant for the purpose of improving this property.  |